



Indiana Court Information Technology Extranet (INcite) is a secure website for the use of the Indiana Courts. The Judicial Technology and Automation Commission (JTAC) and the Indiana Supreme Court Division of State Court Administration (STAD) monitor access to the Indiana Court Online Reporting (ICOR) within INcite. The parties to this user agreement are the Indiana Supreme Court, through STAD, and the Courts. Every person granted access to all or a portion of ICOR shall execute this User Agreement.

Administrative Rules 1 and 2, and Indiana Code §§ 33-24-6-3, 11-13-1-9, and 11-13-1-4 require STAD to create the forms necessary for statistical reporting. In addition, the Rules and Code require all Indiana Courts and Probation Departments to file the statistical reports with STAD on the deadlines set. ICOR is now the exclusive method for filing the statistical reports, including quarterly and annual reports. JTAC and STAD maintain proprietary control over all contents and entries on ICOR.

To maintain the security of INcite, all users must be approved by STAD or JTAC, at which time the user will receive a user identification and password. STAD and JTAC will limit access to the features of ICOR and INcite, based on the level of approval granted. STAD and JTAC reserve the right to change the access, obligations and agreements as necessary.

#### **APPROVAL LEVELS:**

1. **Judges** (elected): Judges for each Circuit, Superior, Probate, County, City, Town, Small Claims and Appellate Court shall have access to all features of ICOR to which the judge has requested access. Judges, including Chief Judges, are Responsible Parties for purposes of ICOR access.
2. **Magistrates, Commissioners, Referees, Hearing Officers:** The supervising Judge shall designate those features he or she wishes an appointed Judge to access. STAD will grant the access as requested.
3. **Court Staff:** The Judge shall designate those staff members who assist the Judge in filing the statistical reports. STAD will grant access to those features of ICOR designated by the Judge. When a staff member leaves his or her employment or changes responsibilities, the Judge must notify JTAC and STAD to adjust or terminate the staff member's access.
4. **Chief Probation Officers:** With the written authorization of the regular judge of a court served by the Chief Probation Officer (CPO), the CPO shall have access to all relevant statistical report features of ICOR. STAD will grant access to those features of ICOR designated by the Judge. When a CPO leaves his or her employment or changes responsibilities, the Judge must notify JTAC and STAD to adjust or terminate the CPO's access.
5. **Probation Officers and Office Staff:** With the authorization of the regular judge of a court served by the Chief Probation Officer (CPO), the CPO for each office

- shall designate those staff members who assist the CPO in filing the statistical reports. STAD will grant access to those features of ICOR as designated by the CPO and as authorized by the judge of a court served by the probation department. When an officer or staff member leaves his or her employment or changes responsibilities, the CPO must notify JTAC and STAD to adjust or terminate the staff member's access.
6. **Clerks Of The Court:** With the authorization of a judge in the county that the Clerk serves, all County Clerks shall have access to the relevant statistical report features of ICOR.
  7. **Clerk Staff:** With the authorization of a judge in the county that the Clerk serves, the County Clerk shall designate those staff members who assist the Clerk in filing the statistical reports. STAD will grant access to those features of ICOR designated by the Clerk and authorized by the judge. When a staff member leaves his or her employment or changes responsibilities, the County Clerk must notify JTAC and STAD to adjust or terminate the staff member's access.
  8. **Others:** Upon request, STAD will evaluate applications for access by persons not identified above.

#### **OBLIGATIONS:**

1. **Passwords:** All persons given user identifications and passwords shall maintain the security of said information. In the event a user suspects a breach of security, the user shall notify at once JTAC and/or STAD and the Judge to which the user reports. The user will be provided a new user identification and password.
2. **Reports:** Pursuant to Administrative Rules 1 and 2, and Indiana Code §§ 33-24-6-3, 11-13-1-9, and 11-13-1-4, the Judge or the Chief Judge of a unified court system (Responsible Party) shall be responsible for submitting the statistical reports. All entries and submissions conducted by designated staff will be treated as having been entered and submitted by the Responsible Party.
3. **Designated Staff:** All Responsible Parties shall designate those staff members who assist in compiling and filing the statistical reports. The designations will be reported on Authorization forms provided by JTAC and/or STAD and must be updated to reflect changes in staff, or contact information. Even though the designated staff may enter data on ICOR, accountability for the accuracy of the entries remains with the Responsible Party.

#### **AGREEMENT:**

☐ As defined above, I am a Responsible Party. I agree to maintain the security and integrity of the system by protecting my user identification and password. I further agree to acknowledge my accountability for all entries and submissions of the reports required by the Indiana Supreme Court.

☐ As defined above, I am designated staff. I agree to maintain the security and integrity of the system by protecting my user identification and password. While I am not

accountable to the Indiana Supreme Court for my entries and submissions, I agree to my accountability to the relevant Responsible Party and to assist in the resolution of any difficulties or errors that may arise from my work.

☐ I have been granted access by STAD and JTAC due to special request. I agree to maintain the security and integrity of the system by protecting my user identification and password.

By reading and approving this User Agreement, I have accepted all rights and responsibilities relevant to my ICOR access.

**\*\*ON ICOR:** Each user must check mark the appropriate agreement box and affirm that he or she has read the terms of the User Agreement.